

*JK*  
14  
**Executive Registry**

**THE WHITE HOUSE**  
**WASHINGTON**

84- 1665
----------

April 5, 1984

**MEMORANDUM FOR ALL MEMBERS OF THE CABINET AND SELECTED AGENCY HEADS**

**FROM:** CRAIG L. FULLER *CF*  
**SUBJECT:** White House Briefings and Training Sessions

Several different briefings and training sessions have been underway for the past several months and it seemed useful to provide a short summary of the efforts planned for the remainder of this year. You may wish to forward this to Presidential appointees to make it clear which programs are being offered.

**1) White House SES Conferences**

Last month we finished a major White House conference for about 150 of the non-career SES appointees. This was the third in a series which we have sponsored in collaboration with OPM and OMB for the SES appointees. We will not be running any more of these large conferences until December or January. However, we and OPM may offer some short single-topic sessions for small groups of SES appointees during the intervening months.

**2) Managing Federal Agencies -- for PAS Appointees**

The White House is currently offering two seminars dealing with the problems and skills involved in managing Federal agencies. The first of these will begin about 3:30 p.m. on April 12 and will run through April 13 and the morning of Saturday, April 14. The second seminar, for those who cannot attend in April, will run from May 31 to June 2. PAS-level appointees who have not already attended one of these seminars during our 1983 series are urged to attend one or the other of these two.

**3) American Enterprise Institute Seminar**

Primarily for PAS-level appointees who have already attended one of our managerial skills seminars, we now have arranged for the American Enterprise Institute to offer a seminar on the economic, social and attitudinal forces that impact upon Federal programs. Detailed information on that seminar will be sent in the near future.

DCI  
EXEC  
REG

*L-299*

4) PAS Policy Briefings

We will continue to offer our series of one-hour briefings on topics of current interest and/or controversy as the need arises. We will notify you of the dates and topics of these as they are scheduled.